Library Programs

A "program" is a planned interaction between the library staff and the program participants for the purpose of promoting library materials, facilities, or services, as well as offering the community an informational, learning, entertaining, or cultural experience.

The Library presents programs for various age groups, cultures, backgrounds and interest groups. Programs may target a general audience or be tailored to an age-specific audience. Programming includes, but is not limited to, such activities as book discussions, story time/storytelling, family literacy programs, author visits/readings, artistic and music performances, film showings, demonstrations and workshops, instructional classes/training session, lectures and presentations, exhibits and associated programs, community forums, and library tours and orientations.

As required by 15 CSR 30-200.015 Library Certification Requirement for the Protection of Minors, subsection (e), all library programs will have an age-appropriate designation affixed to any publication, website, or advertisement for such event or presentation, i.e. "Primary" is intended for patrons birth-2nd grade, "Juvenile" are intended for 3rd to 8th grade and YA or "Young Adult" is intended for patrons ages 8th-12th grade. The "Adult" designation is intended for adults 18 +, and "All Ages" is self-explanatory. The library does not stand in place of the parents/guardian (in loco parentis) when it comes to access to library programs. The responsibility for program attendance for a minor child rests solely with the parent or legal guardian. The Library staff is willing to work with the parent or guardian to determine what programs are best suited for a minor child's needs, within the framework or guidelines established by the parent or guardian. All library programs will have a published statement regarding the age appropriateness of each event.

The Library uses library staff expertise, collections, services and facilities in developing and delivering programming. The Library District's staff use the following criteria in making decisions about program topics, speakers, and accompanying resources.
- Community needs
- Availability of program space
- Treatment of content for intended audience
- Presentation quality
- Presenter background/qualifications in content area
- Budget
- Relevance to community interests and issues
- Historical or educational significance
- Connection to other community programs, exhibitions, or events
- Relation to Library's collections, resources, exhibits and programs

The Carthage Public Library relies heavily on professional staff to provide daily, weekly, monthly programing for patrons of all ages and those staff members will be utilized first before drawing in the public. Program presenters may include library staff with relevant skills or expertise, volunteers or staff from co-sponsoring organizations, local or visiting authors and performing artists, local or visiting speakers or experienced and qualified instructors/trainers. Professional performers and presenters that reflect specialized or unique expertise may be hired for Library programs. Library

staff who present programs do so as part of their regular job and are not hired as outside contractors for programming.

All Library programs are open to the public and normally offered free of charge. The Library's philosophy of open access to information and ideas extends to programming and the Library does not knowingly discriminate through its programming. Library's sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants, and program topics, speakers and resources are not excluded from programs because of possible controversy.

Registration may be required for planning purposes or when space is limited. Programs may be held on site at any Library location, or off site. Programs may be limited to attendees of targeted age groups.

Programs are not used for commercial, religious, partisan purposes or the solicitation of business. Time cannot be taken during the program to promote products or services. All those presenting programs on behalf of the Library need to be cognizant of this.

The Library recognizes, however, that in some cases those attending the program may wish to purchase items related to the program after the completion of the program. Examples of such items include:

- Books or CDs or other media created by the presenter.
- Craft or other supplies, related to the demonstration provided in the program.

In order to offer products for sale the presenter must first receive permission of the Library Director. Presenters are responsible for collecting the related sales tax. Under no circumstance will Library staff be directly involved in the sale of materials while working on Library time.

Program participants should expect that photographs/video will be taken at events and used on the Library's social media sites, website, and/or printed marketing materials. Participants may request in writing that their image not be used by the library.

The Library welcomes expressions of opinion from patrons concerning programming. If a patron questions a library program, he/she should address the concern with a staff member. If a Patron's concern is not satisfied through discussion with staff, a formal, written request, "Patron's Statement of Concern Regarding a Program" may be submitted to the Library Director.

Additional accommodations may be made for persons with disabilities upon request. Individuals with disabilities who contact the Library up to one week in advance will be accommodated to the best of the library's ability.